



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

ASSISTANT DIRECTOR, COUNTY LIBRARY

Class No. 002205

■ CLASSIFICATION PURPOSE

To serve as principal assistant to the Director, County Library; to assist in the administration and management of operations within the County library system; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated only to the County Library. Under administrative direction, the Assistant Director, County Library is responsible for assisting in the management of the department and acting in the absence of the Director, County Library.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, directs, coordinates and evaluates library services in day-to-day operations within the County Library system.
2. Acts in the absence of the Director.
3. Analyzes and manages library resources to ensure organized, efficient and effective workflow throughout the organization.
4. Develops and implements policies, procedures and programs for library services.
5. Identifies operational and personnel problems and formulates solutions and makes recommendations to resolve them.
6. Initiates and manages the preparation and submission of reports, memoranda, board letters and correspondence for private and/or public parties.
7. Advises the Director, County Library on policy and program developments and changes.
8. Defines services and staffing levels for all library branches.
9. Communicates matters relating to County and library policy, organization, and staffing to subordinates.
10. Acts as principal assistant to the Director and chief operating officer of the day-to-day operations of the County Library, including the representation of the Director and the County Library at meetings with executive management, other agencies, public groups, and/or professional associations.
11. Reviews annual needs statements submitted by subordinates and assists in setting priorities.
12. Delegates and monitors responsibility for major library projects.
13. Responds to media requests and citizen complaints.
14. Directs grant projects.
15. Trains, supervises, and evaluates the performance of subordinates.
16. Provides high quality service to County employees, representatives of outside agencies and members of the public.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Modern principles and practices of librarianship, including technical services, branch operations, circulation and automation operations, and a wide range of library services.
- Methods and techniques of planning, implementing, and evaluating library programs.
- Principles and practices of supervision and training.
- Laws applicable to library service in the State of California.
- Principles of the legislative process.
- Principles and theory of public administration, including general administration, human resource management, fiscal management, and accounting.
- Principles and practices of public relations.
- Knowledge of strategic planning principles within a library environment.
- Current practices and principles of managing a diverse workforce.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of library services and administrative activities.
- Identify and resolve department operational problems.
- Develop and implement departmental policy, procedures, plans, and programs.
- Coordinate library services with all library branches and public/private agencies and/or organizations.
- Monitor, control, and evaluate the performance of library service delivery and program effectiveness.
- Assist in preparing annual departmental budget, and monitor revenues and expenditures.
- Effectively communicate orally and in writing.
- Prepare and present public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working partnerships and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Prepare executive-level correspondence and reports.
- Interpret and communicate rules, policies, and procedures.
- Supervise, train, and evaluate the work of subordinate staff.
- Analyze and assess community needs.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: a master's degree in Library Science from an accredited college or university AND at least five (5) years of increasingly responsible administrative experience in a public library system, two (2) years of which must have been in a management capacity.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Work is performed in an office environment with adequate temperature, ventilation, and lighting. Fieldwork may include visiting businesses and attending off-site meetings.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: September 29, 2006**

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Assistant Director, County Library (Class No. 002205)

Union Code: EM

Variable Entry: Y